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REGULATION

MANAGEMENT

1954

OFFICE BUSINESS MACHINES

10 August 1954

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1. GENERAL

This Regulation prescribes policies and procedures for determination of the need for the acquisition, use, and release of major or electrically operated office business machines and related equipment so that the most efficient and economical utilization of these costly machines may be achieved.

2. SCOPE

This Regulation applies to all office business machines and related equipment, as defined in paragraph 3, acquired, transferred, or released through headquarters for [REDACTED] overseas installations, except that machines and related equipment required for operational purposes and procured with funds provided for in approved operational projects of the Deputy Director (Plans) are excluded from the provisions of this Regulation.

3. DEFINITIONS

For the purpose of this Regulation the term "office business machines" pertains to major or electrically operated machines and related equipment in the general categories of:

- a. Punched-card machines and auxiliary equipment
- b. Electronic computers and data processing machines
- c. Bookkeeping machines
- d. Electric typewriters
- e. Computing machines, listing and nonlisting
- f. Dictating machines
- g. Transcribing machines
- h. Time recorders
- i. Time stamps
- j. Postage meters

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k. Cash registers

1. Special machines or devices designed to solve specific administrative or documentation problems

4. POLICIES

It is the policy of the Agency to:

- a. Utilize office business machines wherever they will improve efficiency, effect economies, expedite operations, or produce necessary results unobtainable by other means.
- b. Establish, to the extent practicable and feasible:
 - (1) Centralized installations of machines, in the general categories named in paragraphs 3a and b, for overall Agency use.
 - (2) Pools of machines, in the general categories named in paragraphs 3c and d, within Agency components.

- c. Release all machines in excess of needs.

5. RESPONSIBILITIES

- a. The Deputy Director (Intelligence), the Deputy Director (Administration), the Deputy Director (Plans), the Director of Training, the Assistant Director for Communications, and the Assistant Director for Personnel (hereinafter referred to as Chiefs of Major Components), or their designees, are responsible for ensuring proper utilization of existing equipment, approving requests for office business machines, and ensuring the release of all office business machines in excess of their needs.
- b. Each supervisor is responsible for determining that his office business machines are being used in the most efficient and economical manner.
- c. The Chief of the Management Staff is responsible for:
 - (1) Conducting studies of office business machines and related equipment to determine their possible application in the Agency, disseminating information related thereto, and acting, in collaboration with appropriate Agency components, as machine techniques and methods adviser to officials of the Agency in connection with the application and utilization of office business machines.

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- (2) Reviewing and coordinating requests for the acquisition, transfer, and disposal of office business machines and making such recommendations as are appropriate.
- (3) Developing, in coordination with the Chiefs of Major Components, Agency standards for the utilization of office business machines, as well as appropriate utilization records for those types of machines and machine operations which make such record keeping feasible and desirable.
- (4) Reviewing utilization records which are maintained or prepared by offices under the jurisdiction of the Chiefs of Major Components and making appropriate recommendations related thereto.
- (5) Conducting research and development, in collaboration with appropriate components of the Agency in the design and utilization of unique office business machines for special application.

d. The Chief of Logistics is responsible for the acquisition, transfer, and disposal of office business machines when requested by the Chief of a Major Component or his designee and concurred in by the Chief of the Management Staff.

6. PROCEDURES

- a. Requisitions for new, replacement, or additional office business machines shall be forwarded to the Chief of Logistics, through the Chief of the Management Staff, accompanied by a detailed memorandum of justification addressed to the latter. The justification shall be signed by the Chief of the Major Component concerned or his designee and shall contain, as a minimum, the following information:
 - (1) A description of the work to be performed.
 - (2) Availability of central facilities or pool facilities.
 - (3) Statement explaining the efficiency, quality, or economies to be gained by using the requested office business machine. Savings estimates should include data such as work volumes and man-hours involved.
- b. The Chief of the Management Staff shall forward requisitions, with his concurrence, to the Chief of Logistics. Requisitions on which reconsideration is recommended shall be returned to the originator by the Management Staff together with reasons for such action.

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7. STANDARDS FOR DETERMINATION OF NEED FOR ELECTRIC TYPEWRITERS

This paragraph provides the standards by which a determination can be made regarding the need to use electric typewriters. Justifications for the use or acquisition of electric typewriters must indicate compliance with one of the standards which follow:

- a. Use shall be restricted to experienced operators and in compliance with one or more of the following:
 - (1) Utilization of the machine four or more hours daily.
 - (2) An average of 25 percent of the daily work performed on the machine is concerned with
 - (a) The preparation of reproduction copy, such as photo masters and stencils; or
 - (b) The preparation of statistics and reports requiring decimal tabulation; or
 - (c) The preparation of material requiring more copies than can be legibly produced on a manual typewriter. (Ordinarily this will be, for forms, an original and five or more carbons; and for correspondence, an original and seven or more carbons.)
 - (3) The machine is used in the preparation of copy for offset printing. The assignment of proportional spacing machines shall ordinarily be limited to this use.
- b. The machines are used by physically handicapped employees.
- c. The machines are necessary for training purposes.
- d. A significant saving is achieved by way of greater efficiency or increased production.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

Acting Deputy Director
(Administration)

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